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Executive Board of the United Nations Development Programme and of the United Nations Population Fund

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Organizational matters

Provisional agenda, annotations, list of documents and work plan*

Note by the Executive Board secretariat

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* The collection of data required to present the Executive Board with the most current information has delayed submission of the present document.

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Item 1
Organizational matters

Under this item, the Executive Board will adopt the agenda for the annual session 2004 and agree on the work plan for the session as presented by the Secretary of the Board. The Board may wish to approve the report on its first regular session 2004. A draft report was distributed to members of the Board on 9 March for their comments; the final report contains comments received within the deadline.

Documentation:

Provisional agenda, annotations, list of documents and work plan (DP/2004/L.2)

Report on the first regular session 2004 (DP/2004/14)

Decisions adopted during the first regular session 2004 (DP/2004/15)

UNDP segment

Item 2
Annual report of the Administrator

The annual report of the Administrator for 2003 is a status report on the organization upon completion of the period of the Administrator's Business Plans, 2000-2003. It assesses the extent to which UNDP has succeeded in implementing the Business Plans and highlights the main challenges for the organization in the year ahead.

The Executive Board will also have before it the report of the Joint Inspection Unit (JIU), which provides a synopsis of each JIU report followed by selected recommendations of interest to UNDP from each report and UNDP comments thereon.

The statistical annex contains detailed financial information on the annual stock of income and expenditures for field programme activities of UNDP and the funds and trust funds administered by UNDP.

The Executive Board is invited to take note of the reports presented under agenda item 2.

Documentation:

Annual report of the Administrator 2003 (DP/2004/16)

Report of the Joint Inspection Unit (DP/2004/16/Add.1)

Statistical annex (DP/2004/16/Add.2)

Item 3
United Nations Capital Development Fund

The 2003 results-oriented annual report (ROAR) of the United Nations Capital Development Fund is submitted in compliance with Executive Board decision 99/22. Unlike previous annual reports, the 2003 ROAR assesses and analyses the results achieved by UNCDF for the entire period of its strategic results framework for 2000-2003, and indicates their implication for future operations.

Under this item, the Executive Board will also have before it the executive summary of the independent impact assessment of UNCDF, carried out in compliance with its decisions 99/22 and 2001/12.

The UNCDF management response presents the responses to the findings and recommendations of the independent impact assessment as well as the assessment presented in the 2003 ROAR.

The Executive Board may wish to take note of the achievements and challenges of the Fund, and to review and, as appropriate, endorse the new directions set out in the management response, which seeks to ensure the continued relevance of the Fund to the United Nations system, as well as its financial viability.

Documentation:

Results-oriented annual report of the United Nations Capital Development Fund (DP/2004/17)

Independent impact assessment of UNCDF – Executive summary (DP/2004/18)

Management response to the independent impact assessment (DP/2004/19)

Item 4
Funding commitments

Under this item, the Executive Board will have before it, for review, a report on funding commitments made as of 30 April 2004, in compliance with requirements of legislation with respect to resources, as outlined in decisions 98/23, 99/1 99/23 and 2002/9 and recently reaffirmed in decision 2003/11.

Documentation:

Status of regular resources funding commitments to UNDP and its funds and programmes for 2004 and onwards (DP/2004/20)

Item 5
Country programmes and related matters

Under this item, the Executive Board will be asked to: (a) approve a second one-year extension of the second country cooperation frameworks for Chile and Uruguay and a two-year extension for the second country cooperation framework for Zimbabwe; (b) take note of the one-year extensions of the second country cooperation frameworks for Belarus, Hungary, Latvia and Slovakia, approved by the Administrator; and (c) comment on the first draft country programme documents for Angola, Burundi, Lesotho, Madagascar; Islamic Republic of Iran, the Philippines; Armenia, Azerbaijan, Bosnia and Herzegovina, Kazakhstan, Kyrgyzstan, the former Yugoslav Republic of Macedonia, Romania, Serbia and Montenegro, Tajikistan, Turkmenistan, Uzbekistan; and Argentina, prior to the finalization of the country programmes.

Documentation:

Extensions of country cooperation frameworks (Belarus, Hungary, Latvia, Slovakia; Chile, Uruguay, Zimbabwe) (DP/2004/21)

Draft country programme document for Angola (DP/DCP/AGO/1)

Draft country programme document for Burundi (DP/DCP/BDI/1)

Draft country programme document for Lesotho (DP/DCP/LES/1)

Draft country programme document for Madagascar (DP/DCP/MDG/1)

Draft country programme document for the Islamic Republic of Iran (DP/DCP/IRN/1)

Draft country programme document for the Philippines (DP/DCP/PHL/1)

Draft country programme document for Armenia (DP/DCP/ARM/1)

Draft country programme document for Azerbaijan (DP/DCP/AZE/1)

Draft country programme document for Bosnia and Herzegovina (DP/DCP/BIH/1)

Draft country programme document for Kazakhstan (DP/DCP/KAZ/1)

Draft country programme document for Kyrgyzstan (DP/DCP/KGZ/1)

Draft country programme document for the former Yugoslav Republic of Macedonia (DP/DCP/MKD/1)

Draft country programme document for Romania (DP/DCP/ROM/1)

Draft country programme document for Serbia and Montenegro (DP/DCP/SCG/1)

Draft country programme document for Tajikistan (DP/DCP/TAJ/1)

Draft country programme document for Turkmenistan (DP/DCP/TUK/1)

Draft country programme document for Uzbekistan (DP/DCP/UZB/1)

Draft country programme document for Argentina (DP/DCP/ARG/1)

Item 6
Human Development Report

The present report is submitted in accordance with General Assembly resolution 57/264 and contains an update on the consultation process held with Member States towards the preparation of the *Human Development Report 2004*.

Documentation:

Update on *Human Development Report* consultations (DP/2004/22)

Item 7
United Nations Office for Project Services

The present report is submitted pursuant to Executive Board decision 94/32 of 10 October 1994. It provides an overview of performance in 2003 against financial targets in the UNOPS business plan, and reviews UNOPS activities during the year.

The year 2003 was transitional for UNOPS with the new Executive Director assuming his functions on 1 August 2003. Furthermore, UNOPS recorded income exceeding recurring and non-recurring administrative expenditures, thereby adhering to the self-financing principle of the organization. The organization invested in the new Enterprise Resource Planning system, ATLAS, and embarked on an overall change management process.

Pursuant to Executive Board decision 2004/3, the Executive Director reports on the updated 2004-2005 budget estimates and on consultations concerning the vision, mandate and governance of UNOPS.

The Executive Board may wish to take note of the report of the Executive Director and approve the recommendations contained therein.

Documentation:

Annual report of the Executive Director (DP/2004/23)

Item 8
United Nations Volunteers

The report summarizes the key features and achievements of UNV work during the biennium 2002-2003 and highlights its continuing growth and broadening partnership base and efforts to reinforce the value-added of volunteerism in all operational and advocacy activities. The multi-year funding framework of UNDP and the Millennium Development Goals provide the framework for the report.

The Executive Board may wish to adopt a decision, possible elements of which are contained in the report.

Documentation:

United Nations Volunteers – Report of the Administrator (DP/2004/24)

Item 9
Evaluation

In accordance with Executive Board decisions 2003/25 and 2004/9, the item is included on the agenda to allow for further discussion.

Documentation:

Follow-up on evaluations with regard to PRSPs and MDG reports and addressing the PRSP-MDG linkages (DP/2004/25)

Item 17
Technical cooperation among developing countries

The report will highlight some key lessons learned in implementing TCDC as a development modality and explore new avenues for scaling up its impact. Potential areas of concentration of the third cooperation framework, which will be presented to the Board at its second regular session 2004, will include public-private partnerships and knowledge and technology sharing as tools towards achieving the MDGs.

Documentation:

Report on implementation of TCDC (DP/2004/26)

Item 20
Gender in UNDP

Under this agenda item, UNDP will provide a corporate response to the report "Transforming the Mainstream: Gender in UNDP" presented at an informal session during the first regular session 2004 of the Board, as well as further the discussion on strengthening the partnership between the United Nations Development Fund for Women and UNDP.

Documentation:

Management response to the report "Transforming the Mainstream: Gender in UNDP" (DP/2004/31)

UNDP/UNFPA segment

Item 10
Internal audit and oversight

The Executive Board will have before it the internal audit and oversight reports of UNDP, UNFPA and UNOPS.

The UNDP report is submitted pursuant to arrangements agreed on by the Executive Board. It provides details of internal audit and oversight services provided by the UNDP Office of Audit and Performance Review for the year ended 31 December 2003. The Executive Board may wish to take note of the report and express support for the continued strengthening and reorganization of internal audit and oversight resources.

The UNFPA report provides a summary of the internal audit and oversight activities undertaken by the Fund in 2003. The Executive Board may wish to take note of the report.

The UNOPS report presents the findings of the Office of Audit and Performance Review in relation to the 21 internal audits covering UNOPS operational activities at headquarters and in the field undertaken in 2003. The Executive Board may wish to take note of the report.

Documentation:

UNDP: Report on internal audit and oversight (DP/2004/27)

UNFPA: Report on internal audit and oversight (DP/FPA/2004/6)

UNOPS: Report on internal audit and oversight (DP/2004/28)

Item 11
Programming process

The Executive Board will have before it two reports prepared jointly by UNDP and UNFPA.

In response to decision 2001/11, a report on progress in implementing decision 2001/11 is being submitted. The Executive Board may wish to take note of the report.

The report on joint programming, submitted in response to Executive Board decisions 2003/7 and 2003/18, focuses on joint programming between United Nations organizations. Much of the information used in this analysis comes from

evidence provided in the process of revising the Guidance Note on Joint Programming. The Executive Board may wish to adopt a decision, elements of which are contained therein.

Documentation:

Report on progress in implementing decision 2001/11 (DP/2004/29-DP/FPA/2004/7)

Report on joint programming (DP/2004/30-DP/FPA/2004/8)

Item 12
Field visits

Under this item, the Executive Board will have before it a report on the joint mission of the Executive Boards of UNDP/UNFPA, the United Nations Children's Fund and the World Food Programme to Guatemala (21 March–2 April 2004) and a report on the field visit of the Executive Board of UNDP/UNFPA to Ukraine (11-15 May 2004).

Documentation:

Report on field visit to Guatemala (DP/2004/CRP.4 - DP/FPA/2004/CRP.3)

Report on field visit to Ukraine (DP/2004/CRP.5 - DP/FPA/2004/CRP.4)

Item 18
Joint proposals for MYFF reporting

UNDP, UNFPA and the United Nations Development Fund for Women are submitting a joint proposal that directly responds to the Executive Board request in decisions 2004/1, 2004/7 and 2004/10 for harmonized reporting on results for the current MYFF period and beyond. The proposed harmonized reporting schedule should help to ensure that reporting on results continues to occur on an annual basis and in a comprehensive manner biennially in future years. The Executive Board may wish to adopt a decision.

Documentation:

Joint proposals for MYFF reporting (DP/2004/CRP.6 – DP/FPA/2004/CRP.2)

Item 19
Joint meeting of the Executive Board of UNDP/UNFPA, UNICEF and WFP: Proposals for 2005

An information note containing proposals on topics of interest and relevance to the Executive Boards for the joint meeting in 2005 will be submitted to the Board for its consideration.

UNFPA segment

Item 13
Report of the Executive Director for 2003

Under this item, the Executive Board will have before it the annual report of the Executive Director for 2003.

Part I presents highlights of the UNFPA programme during 2003. It includes a focus on subjects specifically requested by the Executive Board: reproductive health commodity security; humanitarian assistance; sector-wide approaches; and follow-up to the fourteenth meeting of the Programme Coordinating Board of UNAIDS. Part I, Add.1 presents statistical highlights concerning the Fund's finances and programmes during 2003.

Part II summarizes the comments made by UNFPA on the reports of the Joint Inspection Unit.

The Executive Board may wish to take note of the documents that make up the annual report.

Documentation:

Report of the Executive Director for 2003: Programme highlights (DP/FPA/2004/9, Part I)

Report of the Executive Director for 2003: Statistical overview (DP/FPA/2004/9, Part I, Add.1)

Reports of the Joint Inspection Unit (DP/FPA/2004/9, Part II)

Item 14
Funding commitments to UNFPA

Under this item, the Executive Board will have before it a report on the resource situation of UNFPA for regular and other resources for 2004 and beyond. The report provides an income analysis for 2004 and comparisons with prior years.

The Executive Board may wish to take note of the report and provide guidance on how to increase funding for UNFPA on a predictable and stable basis.

Documentation:

Report on funding commitments to UNFPA (DP/FPA/2004/10)

Item 15
Country programmes and related matters

Under this item, the Executive Board will have before it an extension of the fourth country programme for Zimbabwe, 13 draft country programme documents and a note on the implementation of the UNFPA special programme of assistance to Myanmar.

The Executive Board may wish to approve the two-year extension of the fourth country programme for Zimbabwe, and take note of the draft country programme documents and the note on the implementation of the UNFPA special programme of assistance to Myanmar.

Documentation:

Extension of the fourth country programme for Zimbabwe (DP/FPA/2004/13)

Draft country programme document for Angola (DP/FPA/DCP/AGO/5)

Draft country programme document for Burundi (DP/FPA/DCP/BDI/6)

Draft country programme document for Madagascar (DP/FPA/DCP/MDG/5)

Draft country programme document for the Islamic Republic of Iran (DP/FPA/DCP/IRN/4)

Draft country programme document for the Philippines (DP/FPA/DCP/PHL/6)

Draft country programme document for Armenia (DP/FPA/DCP/ARM/1)

Draft country programme document for Azerbaijan (DP/FPA/DCP/AZE/2)

Draft country programme document for Kazakhstan (DP/FPA/DCP/KAZ/2)

Draft country programme document for Kyrgyzstan (DP/FPA/DCP/KGZ/2)

Draft country programme document for Romania (DP/FPA/DCP/ROM/1)

Draft country programme document for Tajikistan (DP/FPA/DCP/TJK/2)

Draft country programme document for Turkmenistan (DP/FPA/DCP/TKM/2)

Draft country programme document for Uzbekistan (DP/FPA/DCP/UZB/2)

Note on the implementation of the UNFPA special programme of assistance to Myanmar (DP/FPA/2004/11)

Item 16
Evaluation

Under this item, the Executive Board will have before it a periodic report on evaluation. The report provides information on progress during the biennium 2002-2003 in conducting and using the results of evaluations and in institutionalizing evaluation recommendations.

The Executive Board may wish to take note of the report.

Documentation:

Periodic report on evaluation (DP/FPA/2004/12)

Item 21
Other matters

UNFPA special event: "Putting people first: Implementing the ICPD agenda and achieving the MDGs"

TENTATIVE WORK PLAN
EXECUTIVE BOARD OF UNDP/UNFPA
ANNUAL SESSION 2004
(14 - 23 June 2004, Geneva)

Day/date	*Time*	*Item*	*Subject*
Monday	10:00 am	1	ORGANIZATIONAL MATTERS
14 June	-1:00 pm		- Adoption of agenda and work plan for the session
			- Adoption of the report on the first regular session 2004
			UNDP SEGMENT
		2	ANNUAL REPORT OF THE ADMINISTRATOR
			- Annual report of the Administrator 2003
			- Report of the Joint Inspection Unit
			- Statistical annex
	3:00 to	4	FUNDING COMMITMENTS TO UNDP
	5:00 pm		- Status of regular funding commitments to UNDP
	5:00 to 6:00 pm		*INFORMAL CONSULTATIONS*
Tuesday,	10:00 to	8	UNITED NATIONS VOLUNTEERS
15 June	1:00 pm		- United Nations Volunteers – Report of the Administrator
	3:00 to	7	UNITED NATIONS OFFICE FOR PROJECT SERVICES
	6:00 pm		- Annual report of the Executive Director
Wednesday	10:00 am	3	UNITED NATIONS CAPITAL DEVELOPMENT FUND
16 June	-1:00 pm		- Results-oriented annual report
			- Impact assessment and management response
	3:00 to	17	TECHNICAL COOPERATION AMONG DEVELOPING COUNTRIES
	6:00 pm		
		20	GENDER IN UNDP
		6	HUMAN DEVELOPMENT REPORT
			- Human Development Report (in accordance with GA resolution 57/264)
Thursday	10:00 am	9	EVALUATION
17 June	12:00 pm		- Follow-up on evaluations with regard to PRSPs and MDG reports and addressing the PRSP-MDG linkages
	12:00 to 1:00pm		***INFORMAL CONSULTATIONS***
	3:00 to	5	COUNTRY PROGRAMMES AND RELATED MATTERS
	5:00 pm		- Draft country programme documents
			- Extensions of country cooperation frameworks
			JOINT UNDP/UNFPA SEGMENT
	5:00 to	12	FIELD VISITS
	6:00 pm		- Reports on field visits

Friday **18 June**	10:00 to 1:00 pm		**JOINT UNDP/UNFPA SEGMENT (cont'd)**
		11	PROGRAMMING PROCESS - Report on progress in implementing decision 2001/11 - Report on joint programming
		18	JOING PROPOSALS FOR MYFF REPORTING
		10	INTERNAL AUDIT AND OVERSIGHT - Reports of UNDP, UNFPA and UNOPS on internal audit and oversight
		19	JOINT MEETING OF THE EXECUTIVE BOARDS OF UNDP/UNFPA, UNICEF and WFP: PROPOSALS FOR 2005
	3:00 to 6:00 pm		*PRESENTATION ON A TRANSITION COUNTRY: Timor-Leste*
Monday **21 June**	10:00 am -1:00 pm		**UNFPA SEGMENT**
		13	ANNUAL REPORT OF THE EXECUTIVE DIRECTOR - Report of the Executive Director for 2003
	3:00 to 6:00 pm		UNFPA SPECIAL EVENT: "Putting people first: Implementing the ICPD agenda and achieving the MDGs"
Tuesday **22 June**	10:00 am -1:00 pm	13	ANNUAL REPORT OF THE EXECUTIVE DIRECTOR (cont'd) - Report of the Executive Director for 2003
		14	FUNDING COMMITMENTS TO UNFPA - Report on funding commitments to UNFPA
	3:00 to 6:00 pm	15	COUNTRY PROGRAMMES AND RELATED MATTERS - Draft country programme documents - Note on assistance to Myanmar
Wednesday, **23 June**	10:00 am 12:00 pm	16	EVALUATION - Periodic report on evaluation
	12:00 to 1:00 pm		*UNFPA informal consultation on Reproductive Health Commodity Security*
	3:00 to 6:00 pm	21	OTHER MATTERS - Adoption of pending decisions
		1	ORGANIZATIONAL MATTERS - Adoption of the work plan for the second regular session 2004